

Job Title: Weekend On-Call Direct Care Employee	Posting Date: Internal Only 3/20/2023
Status / Shift: Casual	Location: All Locations Licensed / Unlicensed

Community Opportunity Center (COC) offers a rewarding career experience working with adults with developmental disabilities. COC employees receive competitive wages, excellent benefits, retirement funding and ongoing training and professional development.

Compensation Guidelines:

- Employees agreeing to be on call for Saturday or Sunday (**11pm – 11:pm– 24 hours**) , or both weekend days, will receive \$150/day, whether they are called in to work or not.
- If the employee fails to report to a work assignment, for reasons other than personal medical emergency, when called the employee will forfeit the daily on call per diem rate above and be removed from the on call employee group.

The on-call employee agrees to:

- Arrange family and personal obligations to prepare to be on call for the 24-hour period for which the employee signed up.
- Work any shift at any home when needed during the on-call period for which the employee signed up.

General Statement of Responsibilities:

The Weekend On Call Direct Care Employee assists persons with their daily living activities, personal care and with the implementation of programs of special interest and individualized plans according to needs and preferences. This on call employee performs delegated activities that include but are not limited to mobility assistance, routine medical care, activities of daily living, transportation and community integration. The ability to exercise sound judgment and deliver exceptional care to residents across licensed and unlicensed homes is a core competency for this position.

The on call staff will promote an unconditional “culture of gentleness” by using positive support and approaches and always treating people with dignity and respect. She/he will adhere to Community Opportunity Center, Non-Profit Housing Corporation (COC, NPHC) policies and procedures, public acts, rules and regulations under which homes associated with COC operate, including directives and standards set forth by the Detroit Wayne Integrated Health Network (DWIHN).

Qualifications

- Must be at least age 18 and have a valid Michigan driver's license.
- A score of 3.25 on 90 day or annual evaluation.
- Must maintain the ability to be insured by COC's insurance carrier.
- High school diploma or equivalent.
- Must complete all training required for **BOTH** licensed and unlicensed homes.
- Critical thinking skills, decisive judgment, and the ability to work with minimal supervision.
- The ability to lift over 35lbs regularly.

- Be in good physical health with capability of transferring and/or lifting persons who require physical assistance.
- Willingness to perform enhanced mobility assistance.
- Willingness to perform medical care including but not limited to catheter and wound care.
- Willingness to work flexible hours.
- Computer skills necessary to maintain adequate electronic records and to provide required reports.
- Proficient with written and verbal communication skills.
- Handles confidential information appropriately.
- Proactive approach to problem solving.
- Ability to meet deadlines.
- Be able to successfully complete all required Agency training in the required time allotted or provide documentation of previously completed training.

Core Relationships:

- Reports to the Administrator
- Maintains positive and professional relationships with persons served, families, guardians, and Power of Attorney's (POA's), corporate personnel, business partners and members of the community
- Interacts with and participates in individual plans of service meetings and assessment meetings conducted by support coordination agencies.
- Works successfully with coworkers to accomplish care routines.

Job Specific Responsibilities:

- Functions as a team member, responding willingly and positively to colleagues' needs for assistance and partnership. Problem-solves and can manage several ongoing priorities with minimal supervision, meeting deadlines when necessary.
- Assures that applicable COC Policies and Procedures are known and carried out in the house
- Provides individuals supported by COC with instruction in the skill areas of:
 - Self-sufficiency
 - Nutrition, meal preparation / serving and clean-up
 - Physical health
 - Social Development
 - Activities of Daily Living
 - Employment
 - Community Resources
 - Emotional Maturity
 - Communication
 - Leisure time activities
- Provides support for persons during stand and pivot transfers.
- Successfully completes 2 persons lift training and can safely and accurately implement techniques in support of residents.
- Successfully completes training in the use of manual and electric Hoyer lifts.

- Responsible for inspecting adaptive equipment and communicating need for repairs to administrator.
- Transports people as needed for employment, activities, and appointments.
- Participate in the preparation and supervision of daily meals
- Keeps transportation log updated.
- Assists with completing medical, dental, and other medical appointments.
- Responsible for the proper administration and documentation of medications
- Guides and assists with personal care needs which may include:
 - assisting with bathing, personal hygiene activities, administering medication, and applying topical medications, handling catheters, colostomy bags, feeding tubes, and other personal care needs.
- Maintains requested data required by Detroit Wayne Integrated Health Network and Michigan Department of Health and Human Services.
- Completes accident and incident reports as well as Right's complaints as required.
- Assists with purchases for home and individuals as needed and requested, providing appropriate receipts and documentation.
- Responsible for maintaining an active email account and monitoring it daily for company communications.
- Perform other job-related duties as assigned.

Employee Signature

Date